

Graduation & Dropout Reporting Instructions

for both the Attending District & Responsible District

****IMPORTANT NOTICE--ALL current enrollments must be completed in Synergy State Edition Prior to completing any of the Validation reports within the Graduation Module.***

Who is required to complete reports?

NEW !!! Graduation reporting is now being calculated at both the Attending District and the Responsible District. Even if your district does not have a school, you will be validating the graduation rates for the students who are residents of your district.

For accountability purposes, all students that are paid for at public expense will be counted at the district which has been deemed the “responsible district”. (see appendix)

Attending Graduation Validation Reports:

All Public & Charter School High Schools and 60% Publicly Funded Private Schools and public elementary schools that have either a grade 7 and/or grade 8 must complete the Attending Graduation Validation reports which consist of the following:

- Dropout Report (grades 7 through 12)
- Completers Report
- 4-Year Cohort Graduation Report (2017 cohort)
- 5-Year Cohort Graduation Report (2016 cohort)
- 6-Year Cohort Graduation Report (2015 cohort)

NOTE – elementary schools that have either a grade 7 and/or grade 8 must complete only the dropout report. High schools must complete all five reports.

The Attending Graduation Validation Reports are calculated at both the district level and the school level.

Responsible Graduation Validation Reports

Districts without physical schools are also required to report. Districts are responsible for all the students which reside in their districts even if they do not have a school. Those students (in grades 7 through 12) who are from a district attending another public school outside their district, Charter school, or 60% Publicly Funded Private School will be included in the report for the district that is responsible for those students.

- Dropout Report (grades 7 through 12)
- Completers Report
- 4-Year Cohort Graduation Report (2017 cohort)
- 5-Year Cohort Graduation Report (2016 cohort)
- 6-Year Cohort Graduation Report (2015 cohort)

The Responsible Graduation Validation Reports are calculated at the district level

Dropout Validation Report:

The Dropout Validation Report lists all students who were enrolled in 2016/17 and were expected to return in 2017/18 but no enrollments exist for the student in 2017/18. It is important to note that students transitioning from one school to another are exited appropriately. This includes elementary students transitioning to a high school either within your district or to another district.

If a student appears on your Dropout Report and should not be listed, more than likely the exit code from the 2016/17 enrollment was incorrect. You need only go into the student record from within the Dropout Report to change the exit code accordingly.

Deadlines:

Submitted Reports Deadline:

All reports must be submitted to DOE by **January 19, 2018**

Certification Deadline:

Once the validation reports have been submitted to DOE, they must be accepted by the DOE before the superintendent can certify. Reports will be processed in the order they were received. There may be a few weeks that go by before the DOE can get to your submissions. Once we have accepted your reports, the DOE will communicate back with both the superintendent and the person that submitted the reports to let them know we have accepted the reports and they are ready for certification by the superintendent. **The reports must be certified within two weeks of the DOE acceptance of those reports.**

If the DOE rejects any of the submitted reports, you will also be notified and will have 2 business days to resubmit. The DOE will prioritize these resubmitted reports and once accepted the DOE will let the superintendent know they are ready for certification.

Accessing NEO Graduation

To access the above reports, log into the NEO system at:

<https://neo.maine.gov/DOE/NEO/Accounts/Account/Login>.

Requesting NEO Access:

If you need access credentials to the system, please have the superintendent or head of school complete the [NEO Access Request Form](#) (opens in Excel).

To access the Graduation Module:

Once logged into NEO, click on [Graduation Data](#) from the NEO menu. If you do not see [Graduation Data](#), you do not have access. If you need access, see Requesting NEO Access above.

I'm in – Now What?

INSTRUCTIONS:

Select Graduation → School Admin Unit Summary

Each of the schools listed in the [Who has to complete these reports](#) section, called out above, will be listed individually.

It is not required that you complete these reports in any specific order however it is recommended that you do them in the order that they are listed as the Dropout Report is usually the messiest of the reports and will clean up the subsequent reports as the records are addressed in the Dropout Report.

Starting for the 16-17 graduation data there are two reports listed for Districts with brick and mortar buildings: Attending and Responsible. The attending report is the same report you have been completing for the past few years, the responsible report has students that that the District, based on fiscal responsibility, are responsible for (which will include attending as well as out placed students).

School Admin Unit Summary

Select SAU :

All SAU Graduation and Dropout Reports are Due to DOE by 12/31/2017

Attending Students Reports:

Poland Regional H S

Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				View
Completers				View
4 YR Graduation				View
5 YR Graduation				View
6 YR Graduation				View

Bruce M Whittier Middle School

Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				View

[SAU Graduation and Dropout Status](#)

Responsible Students Reports by District

RSU 16

Reports	Signed Off By	Report Status	Signed Off Date	Navigation
Dropouts				View
Completers				View
4 YR Graduation				View
5 YR Graduation				View
6 YR Graduation				View

Dropout Report:

To open the Dropout Report, click the View link from the Navigation column of the School Admin Unit Summary page.

This report lists all students who were enrolled in your school last year (2016/17) and was exited with an exit code which expects the students to return in 2017/18 and the students do not have an enrollment in 2017/18.

Search:

Student ID ▾	First Name ▲	Last Name ▲	Student Cohort Year ▾	Grade ▲	Future Dropout ▾	Dropout Count ▾	Navigation ▾	Status ▾
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Fields Displayed:

- StudentID – 9 digit State StudentID
- First Name – student’s first name
- Last Name – student’s last name
- Student Cohort Year – year of expected graduation
- Grade – grade at the time dropout was recorded
- Future Dropout – Excluding 4th year students, students who were exited with a code that does not correlate to a dropout will be listed as a Future Dropout (*) and will be counted in 2017/18 if the student does not enroll anywhere in Maine by the end of the 2017/18 school year. Students who are in their 4th year (or more) and are not enrolled in the 2017/18 school year, will be counted as 2017 dropouts. In addition, students exited with an exit code which correlates directly to a dropout will also be counted in the school year the exit code was entered.
- Dropout Count – by default every student is listed with a count of 1. As you modify exit statuses, they will be changed to 0 accordingly.
- Navigation – click the Edit button to access the student’s enrollment to modify end status.
- Status – by default, this column is null. As records are modified, the appropriate status is listed.
 - SAU Updated – status whenever a record is modified by the SAU
 - DOE Update – status whenever a record is modified by the DOE
 - DOE Rejected – status whenever an SAU modified record is not accepted by the DOE
 - SAU Resubmitted – status whenever a previously rejected record was modified again by SAU

Use the search box to search for a specific student by entering the StudentID, First Name or the Last Name.

For a list of Exit Codes with explanations on their use, download the [Exit Code List](#).

Modifying Dropout Data

If a student is listed on the Dropout Report incorrectly, you will need to modify the exit code from the 2016/17 enrollment from within this NEO module to reflect what happened to the student. Select the student by clicking on the StudentID link or the Edit link in the Navigation column.

Search:

Student ID	First Name	Last Name	Student Cohort Year	Grade	Future Dropout	Dropout Count	Navigation	Status
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Change the end status by selecting the appropriate status in the End Status dropdown. If changed, you must also enter a brief explanation in the School Comment text box explaining your request. Click Save to commit your request.

End Status: 03502: Not enrolled, eligible to return

▼

School Comment :

DOE Comment *:

RejectCancelSave

Once all changes have been made, click the Completed button at the bottom of the Dropout Report.

[Go Back to Summary Page](#)

Completed

You will then see this report status updated on the School Admin Unit Summary page.

Poland Regional H S

Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts	rickbergeron@gmail.com	Completed	10/19/2015 11:45:19 PM	View
Completers				View
4 YR Graduation				View
5 YR Graduation				View
6 YR Graduation				View

Bruce M Whittier Middle School

Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				View

Completers Report

To open the Completers Report, click the View link from the Navigation column of the School Admin Unit Summary page.

This report lists all students who were enrolled in your school last year (2016/17) and were exited with a code 15 (Graduated with regular Maine Learning Results diploma) no matter which cohort they may have belonged to.

This report is used only for removing a student from your Completers Report in cases where they were exited with a code 15 in error last year. You cannot add students to the Completers Report using this method. Records that need to be added would be added through the Dropout Report, 4-Year Cohort Graduation Report, 5-Year Cohort Graduation Report, or 6-Year Cohort Graduation Report.

Graduates with Regular Maine Learning Results Diploma

Number of Graduates with Regular Maine Learning Results Diploma for Cohort Year(2015-2016)	2
Number of Graduates with Regular Maine Learning Results Diploma for Cohort Year(2016-2017)	97

TOTAL : 99

Search:

Student ID	First Name	Last Name	Student Cohort Year	Completers Count	Navigation	Status
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Fields Displayed:

- StudentID – 9 digit State StudentID
- First Name – student’s first name
- Last Name – student’s last name
- Student Cohort Year – year of expected graduation
- Completers Count – by default every student is listed with a count of 1. As you remove students from the completers list by modifying exit statuses, they will be changed to 0 accordingly.
- Navigation – click the Edit button to access the student’s enrollment in order to modify end status.
- Status – by default, this column is null. As records are modified, the appropriate status is listed.
 - SAU Updated – status whenever a record is modified by the SAU
 - DOE Update – status whenever a record is modified by the DOE
 - DOE Rejected – status whenever an SAU modified record is not accepted by the DOE
 - SAU Resubmitted – status whenever a previously rejected record was modified again by SAU

This report will display summary totals of graduates for each cohort. Students can be considered as graduating in 2016/17 as long as they complete all graduation requirements before the start of school in the 2017/18 school year.

Modifying Completers Data

If a student is listed on the Completers Report incorrectly, you need to modify the exit code from the 2016/17 enrollment from within this NEO module to reflect what actually happened to the student. Select the student by clicking on the StudentID link or the Edit link in the Navigation column.

Change the end status by selecting the appropriate status in the End Status dropdown. If changed, you must also enter a brief explanation in the School Comment text box explaining your request. Click Save to commit your request.

Search: <input type="text"/>								
School	Grade	School Year	End Date	Original End Status	Final End Status	School Comments	DOE Comment	Navigation
Poland Regional H.S.	12	2016-2017	6/10/2017	01921-Graduated with regular, advanced, International Baccalaureate, or other type of diploma				Edit

Once all changes have been made, click the Completed button at the bottom of the Completers Report.

Four Year Cohort Graduation Report

To open the 4-Year Cohort Graduation Report, click the View link from the Navigation column of the School Admin Unit Summary page.

This report lists all students who were 9th graders for the first time anywhere in the 2013/14 school year and were enrolled with your school at least 1 day between the 2014 and 2017 school years.

SAU : RSU 16														
School : Poland Regional H S														
Cohort Year : 2016 - 2017 ▼														
													Search: <input type="text"/>	
Student ID ▼	First Name ▲	Last Name ▲	Student Cohort Year ▼	School Cohort ▼	Transfer In ▼	Transfer Out ▼	Graduated ▼	Validate ▼	Dropout ▼	Year Dropped Out ▼	Aged Out ▼	Fifth Year ▼	Navigation ▼	Status ▼

Fields Displayed:

- StudentID – 9 digit State StudentID
- First Name – student’s first name
- Last Name – student’s last name
- Student Cohort Year – year of expected graduation
- School Cohort – if student was a 9th grader for the first time in 2013/14 in your school, a 1 is displayed. If student was somewhere else before enrolling in your school, a 0 is displayed. Possible values are only 0 or 1.
- Transfer In – a 1 is displayed for each recorded transfer in to this school.
- Transfer Out – a 1 is displayed for each recorded transfer out from this school.
- Graduated – a 1 is displayed if the student was exited as a graduate (code 15) or a 0 is displayed if the student was not exited with a code 15 from this school.
- Validated – This field is calculated by the following formula; School Cohort +(plus) Transfer-In – (subtract)Transfer-Out –(subtract) Graduated. Valid numbers in this column are 0 or 1. If anything other than a zero or a one is displayed, there is something wrong with this record and the “Validate” status is displayed. Records with a 0 in the Validate column are the ones that are not hurting your graduation rate. If a 1 is displayed in the Validate column, the student must also display a 1 in either the Dropout column, Aged Out column, or 5th Year column. If a 1 is displayed in the Validate column and there is not a 1 in any of these other three columns, there is definitely something wrong with this record and the status of “Validate” appears in the status column.
- Dropout – a 1 is displayed if student if being counted or has been counted as a dropout between 2014 through 2017.
- Year Dropped Out – if student is being counted as a dropout, the year the dropout was recorded is displayed here.
- Aged Out – if the student turned 20 on or before July 1, 2017, the student is not eligible to attend in the 2017/18 school year and is classified as being aged out. These students are neither dropouts nor graduates. They do hurt the graduation rate but do not hurt the dropout rate.
- Fifth Year – a 1 is displayed if the student did not graduate and has returned for a 5th year.

- Navigation – click the Edit button to access the student’s enrollment in order to modify end status.
- Status – by default, this column is null. As records are modified, the appropriate status is listed.
 - Validate – records that positively have an error and must be corrected. This report will not be able to be submitted to DOE if there are any records labeled with this status.
 - SAU Updated – status whenever a record is modified by the SAU
 - DOE Update – status whenever a record is modified by the DOE
 - DOE Rejected – status whenever an SAU modified record is not accepted by the DOE
 - SAU Resubmitted – status whenever a previously rejected record was modified again by SAU

Modifying 4 Year Cohort Report Data

Records that display the word “Validate” in the Status column have been identified by the DOE to have an error. Other records may also be checked as well but at a minimum, these “Validate” records must be fixed before you are able to submit this report.

Each of the column headers can be sorted by that column by clicking on the column header you which to sort. Clicking on the Status column header twice will sort that column in descending order thereby listing all the “Validate” status records at the top of your list.

To modify a record, click on either the StudentID link or the Edit link in the Navigation column; both will bring you to the same place. This will open all of the high school enrollments we have for this student.

Grade	School	School Year	Start Date	Original Start Status	Final Start Status	End Date	Original End Status	Final End Status	School Comments	DOE Comments	Recalculate
09	Poland Regional H S	2013-2014	8/28/2013	01821:Transfer from a public school in the same local education agency		6/19/2014	03502:Not enrolled, eligible to return				Recalculate
10	Poland Regional H S	2014-2015	7/1/2014	01835:Re-entry from the same school with no interruption of schooling		6/22/2015	03502:Not enrolled, eligible to return				Recalculate
11	Poland Regional H S	2015-2016	7/1/2015	01835:Re-entry from the same school with no interruption of schooling		6/15/2016	03502:Not enrolled, eligible to return				Recalculate
12	Edward Little High School	2016-2017	8/31/2016	01822:Transfer from a public school in a different local education agency in the same state		6/2/2017	01921:Graduated with regular, advanced, International Baccalaureate, or other type of diploma				N/A

The above image displays all enrollments for a specific student. Notice that the only ones you can modify are displayed by there being a hyperlink on the grade number. In the above image, notice that Morse HS is able to modify the records for the grade 10 and grade 11 enrollments while they can only view the records from the grade 9 enrollment from Wiscasset.

In the example above, the Start Status for the grade 10 enrollment is incorrect as it does not reflect that the student transferred into Morse HS. You would click on the grade 10 to open the details for that specific enrollment.

The following enrollment would be displayed.

Enrollment Record: 69869039	School: Poland Regional H S	Grade: 10
Start Status:	01835: Re-entry from the same school with no interruption of schooling ▼	
End Status:	03502: Not enrolled, eligible to return ▼	
School Comment :		
DOE Comment : *		
		<input type="button" value="Reject"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>

Select the drop down from the Start Status column and change it from a code 2 to a code 13 (transfer in from a public school in a different SAU). This would reflect the actual transfer in for that student. Whenever a change is made to any student enrollment, you will also need to enter a comment in the School Comment box describing your actions. Once completed, click on the Save button. This will bring you back to the 4 Year Validation Report but now the student would reflect that a Transfer In was added, the Validate column would change from a 1 to a 0 and the word “Validate” would be replaced with the word “SAU Updated” in the Status column.

Once all the records have been fixed and the word “Validate” no longer appears in any record, you will then see the Completed button in the lower left area of the form.

[Go Back to Summary Page](#)

If you do not see the Completed button, then that means there are still invalid records that must be fixed before you can submit your report.

As you complete each report, you will see it’s status displayed on the School Admin Unit Summary Page.

Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts	richard.bergeron@maine.gov	Completed	8/24/2016 3:58:51 PM	View
Completers	richard.bergeron@maine.gov	Completed	8/24/2016 3:58:46 PM	View
4 YR Graduation	richard.bergeron@maine.gov	Completed	8/24/2016 3:58:27 PM	View
5 YR Graduation				View
6 YR Graduation				View

Once all the reports have been completed, the “Submit to DOE” button will be enabled. Be sure to click this button once it does become enabled otherwise the DOE will never know that you have completed your work.

Five Year Cohort Graduation Report

To open the 5-Year Cohort Graduation Report, click the View link from the Navigation column of the School Admin Unit Summary page.

This report lists all students who were 9th graders for the first time anywhere in the 2012/13 school year and were enrolled with your school at least 1 day between the 2013 and 2017 school years. Most of the data in this report has already been validated last year when you did the 4-Year Validation for these students. If the student returned for a 5th year of school and eventually graduated, transferred in or transferred out, this data would be reflected in this report. You can only edit records for the 2016/17 school year. The previous 4 years were completed and certified already the year before.

Modifying 5 Year Cohort Report Data

Records that display the word “Validate” in the Status column have been identified by the DOE to have an error. Other records may also be checked as well but at a minimum, these “Validate” records must be fixed before you can submit this report.

Each of the column headers can be sorted by that column by clicking on the column header you which to sort. Clicking on the Status column header twice will sort that column in descending order thereby listing all the “Validate” status records at the top of your list.

To modify a record, click on either the StudentID link or the Edit link in the Navigation column; both will bring you to the same place. This will open all the high school enrollments we have for this student. You are only allowed to edit records from the 2016/17 school year. The previous 4 years have already been certified in a previous year.

Once all the records have been fixed and the word “Validate” no longer appears in any record, you will then see the Completed button in the lower left area of the form.

[Go Back to Summary Page](#)

Completed

If you do not see the Completed button, then that means there are still invalid records that must be fixed before you can submit your report.

As you complete each report, you will see its status displayed on the School Admin Unit Summary Page.

Six Year Cohort Graduation Report

To open the 6-Year Cohort Graduation Report, click the View link from the Navigation column of the School Admin Unit Summary page.

This report lists all students who were 9th graders for the first time anywhere in the 2011/12 school year and were enrolled with your school at least 1 day between the 2012 and 2017 school years. Most of the data in this report has already been validated last year when you did the 4-Year Validation and 5-Year Validation for these students. If the student returned for a 6th year of school and eventually graduated, transferred in or transferred out, this data would be reflected in this report. You can only edit records for the 2016/17 school year. The previous 5 years were completed and certified already in a previous year.

Modifying 6 Year Cohort Report Data

Records that display the word “Validate” in the Status column have been identified by the DOE to have an error. Other records may also be checked as well but at a minimum, these “Validate” records must be fixed before you are able to submit this report.

Each of the column headers can be sorted by that column by clicking on the column header you which to sort. Clicking on the Status column header twice will sort that column in descending order thereby listing all the “Validate” status records at the top of your list.

To modify a record, click on either the StudentID link or the Edit link in the Navigation column; both will bring you to the same place. This will open all of the high school enrollments we have for this student. You are only allowed to edit records from the 2016/17 school year. The previous 5 years have already been certified in a previous year.

Once all the records have been fixed and the word “Validate” no longer appears in any record, you will then see the Completed button in the lower left area of the form.

[Go Back to Summary Page](#)

Completed

If you do not see the Completed button, then that means there are still invalid records that must be fixed before you can submit your report.

As you complete each report, you will see its status displayed on the School Admin Unit Summary Page.